already have access to submetquisitions. Access is not createdlelyfor PCard holder

A. District Positions PreApproved for Purchase CardGheckApplicable Ba:

*Carcholder limits are:\$3000/Billing Cycle& \$1000/Single Transaction

- 1. PresidentSuperintendent
- 2. President's Cabinet
 - Vice PresidentAdministrative Services
 - Vice PresidentAcademic Affairs
 - Vice PresidentStudentAffairs
 - •



Business Finance District Purchase CardsRequest for Puchase Card (Please allow 4 businesseeksfor processing request) Version 2/23/23

- 5. Non-Profits:
 - District AuxiliaryServices FoundationManagingDirector
 - Viticulture & Winer Technology Foundatien



Business Finance District Purchase CardsRequest for Prchase Card (Please allow 4 businesseeksfor processing request) Version 2/23/23

NOTICEPurchase Cardse is not approved for****

- x Personal purchases or identification.
- x To circumvent the District's Requisition and Purchase Order procedures.
- x A single purchase that exceeds the Cardholder's single purchase united is a higher limit has been agreed in writing with the District Coordinator.
- x Splitting a purchase to circumvent a purchase limit assigned to the card; dreanot Cardholder's card is used for the same purpose.
- x Purchase of alcoholic beverages, unless authorized for instructional purposes.
- x Any substance, material, or service that violates policy, law or regulation pertaining to the District.
- x Cash advance